



St Michael's Digital Technology User Agreement Prep-2

The use of technological digital devices and internet access at St Michael's Parish School takes place in a safe, secure and supervised environment. A prerequisite for students using the technological digital devices and internet is that they agree to the following terms and conditions of use. Teachers will assist children to understand their responsibilities with devices, internet and network usage.

As partners in the student's education, parents are required to reinforce this User Agreement with their children. Please read the following agreement carefully with your child and return the agreement to school by no later than 15 February 2020.

Care and Usage

1. I will only download or upload content on devices, drives and the internet with permission from a teacher.
2. I will always keep food and drink away from digital devices.
3. I will take care of digital technologies and devices.
4. I will not change settings or modify settings, including backgrounds.
5. I will not step on or hit students with any electronic devices

Work Habits

6. I will follow instructions from teachers about the use of digital devices and the internet.
7. I will use my time efficiently and productively and not distract others.
8. I will only use the school email for school work purposes and I will have teacher permission to send emails.
9. I will always cc a teacher when sending emails externally.
10. I will only access internet sites containing appropriate material and I will not subscribe to any online content without my teacher's permission.
11. I will notify a teacher if I know someone is not following the agreement.

Cybersafety

12. I will follow the SMASH Expectations at all times.
13. I will only use my own username and password, which I will keep private.
14. I will always log off a device when I have finished using it.
15. I will only access and save work in my own drive, after being directed by a teacher. I will not access another person's drive or folders.
16. I understand that I must not, at any time, use the internet, email, mobile phones, iPads or any device to be mean, rude and offensive, to bully or harass, even if it is meant as a 'joke'.
17. I will not access any social networking sites while at school from any electronic device.
18. I will not send or copy any materials (e.g. pictures of myself or others) without my teacher's permission.
19. I will keep all personal details of myself and others private (e.g. I will not use my full name, address or phone number, etc.)
20. I will tell an adult if someone sends inappropriate messages or something that makes me feel uncomfortable.

IF I FIND OR SEE ANYTHING INAPPROPRIATE I WILL

1. NOT SHOW OR DISTRACT OTHERS
2. TURN OFF THE SCREEN OR MINIMISE THE WINDOW
3. TELL A TEACHER IMMEDIATELY

Breaches and Subsequent Consequences

The first instance of students behaving inappropriately and in breach of this agreement will be a one week ban from using all technology in the classroom.

A second breach or consistent misuse of technology will result in the student being banned two weeks.

Student

I agree to follow the above expectations and I am aware that breaking them will result in an appropriate consequence.

Student's Name _____

Student's Signature

Parent

I have read and discussed this agreement with my child. I/We understand that breaking the agreement will result in the loss of their right to use the computers or other technologies for a period of time.

I understand that if my child is not following the agreement, I am responsible for payment to repair or replace damaged equipment.

Parent's Name _____ Year _____

Parent's Signature